



## COME WORK (*AND PLAY*) IN BIG SKY COUNTRY! AT THE MONTANA SCHOOL FOR THE DEAF AND THE BLIND

**DEPARTMENT:** Education

**POSITION TITLE:** ParaEducator for Students who are Deaf or Hard of Hearing

**STARTING SALARY:** (hourly) \$9.93

**BENEFITS:** Full Insurance Package (for 20+ hours)

**JOB LOCATION:** Montana School for the Deaf and the Blind

**STATUS:** Permanent, Part-time

**SUPPLEMENT REQUIRED:** No

**POSITION NUMBER:** 51398300

**BARGAINING UNIT:** MEA/MFT

**CLOSING DATE:** first application review – July 6, 2015 then open until filled

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### TYPICAL DUTIES:

The purpose of this job is to assist students who are Deaf and Hard of Hearing in achieving their maximum potential by assisting instructors in carrying out individualized student programming, supporting curricular class work so students can meet Common Core Standards, while providing a safe and pleasant school environment where all of these goals can be achieved.

Provide classroom support with:

- Content delivery: carry out teacher-created lesson plans with students in 1:1 or small group settings
- Materials: copying, enlarging, typing, recording, binding, organizing supplies, sorting/filing, etc.
- Recordkeeping: help with grading, maintaining datasheets, compiling data, taking attendance, etc.
- Technology: sets up/assists with specific student programs on computers, iPads, and other assistive devices
- Student Management: breakfast program, lunchroom duty, playground duty, bus duty, hall monitoring, escorting students to and from different areas on campus, if assigned to younger students and/or students with additional disabilities may be required to assist with toileting, feeding, dressing and other self-help care items.
- Other duties: cleaning classroom areas, laundry, dishes, decorating for events, etc.
- Other specific individual student needs – after training- such as assisting ankle and foot orthotics (AFOs), splints, and other adaptive aids, assist with, motor lab activities, job coaching, mainstream support/tutoring

Maintains confidentiality and demonstrates good ethics in regards to student/staff interactions, work behaviors, and following school policies and procedures

Develops and maintains professional relationships with teachers, support staff, administration, parents and students

Pursues professional development focusing on education of students who are deaf or hard of hearing

A detailed job description is available upon request.

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**QUALIFICATIONS:** High School Diploma or GED required. College coursework and/or workshops in child development and educational methods and/or ParaEducator is preferred. Knowledge of first aid and CPR techniques and safety precautions is desirable.

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**ACCOMMODATIONS:** The State of Montana and the Montana School for the Deaf and the Blind makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process. For the school to consider any such accommodations, the applicant must notify the school in writing of any needed accommodation by the application deadline.

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a United States passport or a green card.

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**ADDITIONAL REQUIREMENTS:** MSDB is a non-smoking environment extending to the entire campus: there are no authorized smoking areas and smoke breaks are not given. All successful candidates must possess a Montana Drivers License; submit to a background check, which includes a criminal record review, and must not possess any felony or DUI convictions. It is the policy of the Board that any finalist for hire shall submit to a finger-print based national criminal history background check conducted by the FBI prior to recommendation for hire. Additionally, an "Applicant Release Form" must be completed and signed as part of the application.

The work performed in a typical setting at MSDB involves mostly sedentary to light physical activity, typically requiring occasional exertion of up to 20 lbs. of force and walking or standing to a significant degree. The employee may need to climb stairs, bend, stoop, reach, and handle objects. The employee may occasionally lift and/or move up to 50 lbs. The person in this position works in multiple buildings across campus and must be able to travel independently between buildings.

The successful candidate will be required to have or learn basic sign language skills to communicate with deaf and hard of hearing staff and students. New employees must meet the requirements of MSDB Policy 5124 Employee Sign Language Skills and will be evaluated through the Sign Language Proficiency Interview (SLPI). New employees to this position must meet the Target Skill level Standard of "Survival" within 3 years of the date of hire.

**APPLICATION AND SELECTION PROCESS:** Selection procedures to be used in evaluating applicant's qualifications include an evaluation of the Montana State Application form, structured interview, and reference checks. Incomplete or unsigned application forms may not be considered.

Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25). Portions of the application may be photocopied if legible.
2. Letter of application, resume and transcript(s) showing degree(s) earned.
3. Contact information for three (3) professional references.
4. Copy of current teacher licensure/certification.
5. Applicants claiming the Handicapped Person's Employment Preference must provide verification of eligibility with the application materials by the closing date. The required documentation includes a completed Department of Public Health and Human Services (DPHHS) Certification of Disability form.
6. Signed and dated Applicant Release of Information form.

**INQUIRIES AND REQUEST FOR APPLICATION:** Any Montana Job Service.

Locally 1018 7<sup>th</sup> Street South, Great Falls, Montana, 406-791-5800

**An Affirmative action/Equal Opportunity Employer**

The Montana School for the Deaf and the Blind is an Affirmative Action/Equal Opportunity Employer (EOE). MSDB will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, disability, age, religion, ancestry, union membership or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Employees and participants who have an inquiry or complaint of harassment or discrimination, or who need information about accommodations for persons with disabilities, should contact the Affirmative Action Officer, Montana School for the Deaf and the Blind, 3911 Central Avenue, Great Falls, Montana 59405. Phone (406) 771-6000